



Global Business Services

# **ENCOMPASS Agency Chief Financial Officer and Executive- Level Meeting**

**September 27, 2007**



# Agenda

- Opening Remarks
  - David Reynolds, Project Executive
  - Tim Berry, Auditor of State
- Readiness Assessment Dashboard – Steve Daniels
- Project Updates – Steve Daniels
- Post Implementation Support – Steve Daniels
- Budget Checking and Other Batch Processes – Jim Welsh
- Training – Daniel Kinnamon
- Special Disbursing Officer (SDO) Accounts – Daniel Kinnamon
- Internal Controls – Marilyn Rudolph



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# Opening Remarks



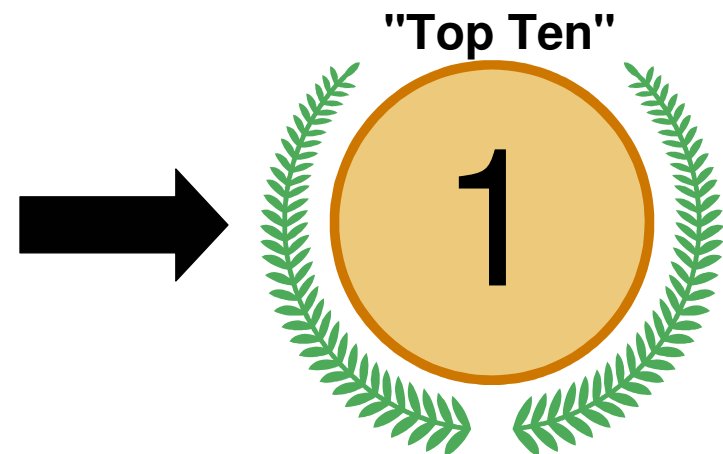
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# Readiness Assessment Dashboard



# Readiness Assessment Dashboard

- During the June 14, 2007 meeting, you were each provided an **Agency "Top Ten" Action Items** list
- These are the ten most important items that we need agencies to complete in preparation for ENCOMPASS go-live
- Throughout this presentation, we will touch upon each of the items on the list
  - This graphic will be used throughout the presentation representing the action items on your list





# Readiness Assessment Dashboard



- Based on the **Agency "Top Ten" Action Items** list, we developed a high-level project plan checklist with support templates that agencies should use to prepare for the ENCOMPASS implementation
- The project plan template lists activities, which if executed and monitored correctly, will help agencies successfully transition to ENCOMPASS
- Agencies should provide regular updates on progress made against the project plan checklist to their ENCOMPASS Organizational Change Management (OCM) representatives



# Readiness Assessment Dashboard



## Project Plan Checklist (cont.)

- The ENCOMPASS Project Team has developed a **Readiness Assessment Dashboard** to track agency progress in completing the activities listed in the project plan checklist
- The ENCOMPASS Project Team will assign a red or green rating for each dashboard activity

<b>RED</b>	Agency needs to address activity in preparation for ENCOMPASS go-live; red status can signify that agencies have not addressed the activity or that agencies are executing the activity, but still need to make significant progress
<b>GREEN</b>	Agency has addressed the activity and or is in the process of addressing the activity; green signifies that the agency is on the proper track to completing the activity; all activities will not be applicable to all agencies, green can also signify this situation (e.g. the need to implement the new file formats)

- The ENCOMPASS Project Team will use the dashboard to highlight and address areas where it appears that agencies are falling behind



# Readiness Assessment Dashboard



## Project Plan Checklist (cont.)

- The **Readiness Assessment Dashboard** includes the following activities:
  - Balance and Reconcile (revenues/expenditures, purchase orders, and assets)
  - COA Mapping (core and project chartfields)
  - SDO Accounts (review and close unnecessary accounts)
  - Baseline PeopleSoft Training (current state assessment template)
  - Internal Controls (current state assessment template)
  - Common File Formats (plan to update payment systems)
  - Policies and Procedures (plan to update if applicable)
  - Project Management (project plan checklist, attend ENCOMPASS events)

Template on following slides

Template on following slides



## Project Plan Checklist (cont.)



**Extract from the  
General Ledger section  
of the Template**



# Readiness Assessment Dashboard



## Project Plan Checklist (cont.)

- Internal Controls (current state assessment template)

User Name	Requisition		Purchase Orders		Receivers	Payment Vouchers	
	Create (yes/no)	Approve (yes/no)	Create (yes/no)	Approve (yes/no)	Create (yes/no)	Create (yes/no)	Approve (yes/no)
		e.g., Level 1, Level 2, etc.					

Extract from the  
Internal Controls  
Template



# Readiness Assessment Dashboard

## ■ Dashboard Status as of 9/24/2007 - Summary

GL Balance	25%	75%
PO Balance	28%	72%
Assets Balance	48%	52%
Mapping – Core	45%	Mapping numbers are significantly less as a result of a new transaction load
Mapping – Projects	25%	
SDOs	72%	28%
Training Plan	32%	68%
SME Network	35%	65%
Internal Controls	31%	69%
File Formats	70%	30%
Policy/Procedures	61%	39%
Project Plan Checklist	58%	42%
Town Hall	96%	04%



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# Project Updates





# Project Updates

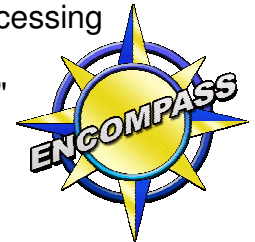
## **Project Status**

- On schedule for 1/2/08 go-live
- Ongoing Build Phase activities include:
  - Finalizing ENCOMPASS business processes
  - Completing technical builds of GL, AR, AP, and AM modules
  - Conducting mock conversions and testing
- Ongoing agency communication activities include:
  - Project chartfield value mapping approach
  - Core chartfield value mapping workshops
  - Balancing and reconciliation workshops

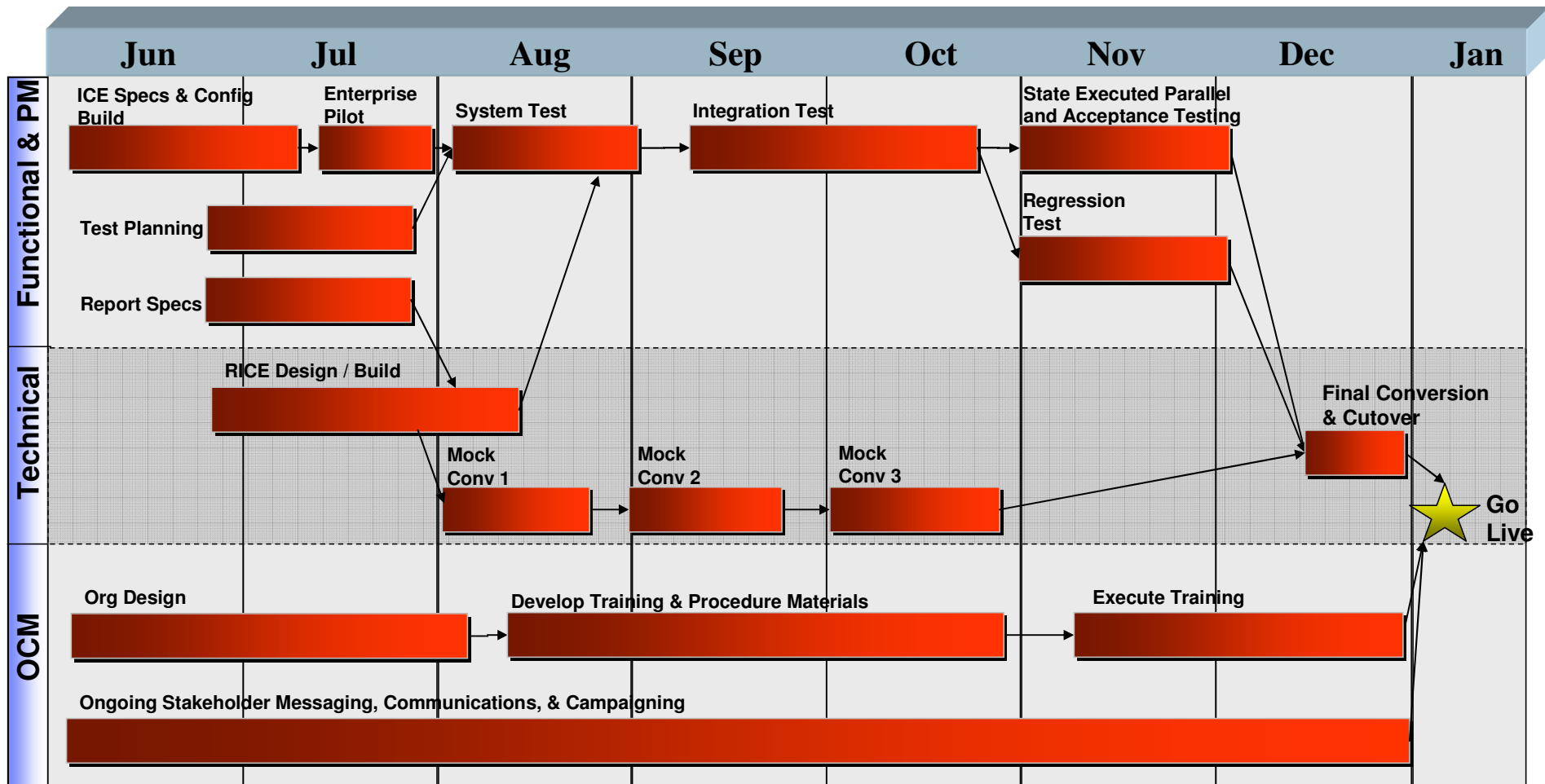


# Project Updates

"Enterprise Common Processing  
and  
Analytics Systems"



## Project Schedule





# Project Updates

## **Integration Testing**

- The purpose is to ensure all enhancements and interfaces are fully tested at least once in order to confirm system capabilities
- Conversions will be tested as part of mock conversion, although converted data will be present in the integration test environment
- A subset of reports will be tested during integration testing; remaining reports to be tested during regression testing and after go-live
- Any errors or other fallout from the testing process will be addressed during integration testing; any outstanding issues will be resolved during regression testing



# Project Updates

GL Balance

25%

75%



## Balancing and Reconciliation

- We closed GL module for the August accounting period on Sept 24
- Agencies should have reconciled FY08 financial transactions in PeopleSoft to the financial transactions maintained by AOS (financial objects 1, 4, and 5, purchase orders, and assets)
- See the Balancing and Reconciliation Handbook located on the ENCOMPASS website for detailed instructions; October workshops:
  - Every Thursday in October: October 4, 11, 18, and 25th

FY 2008 Accounting Period	Month	Balancing Reconciliation Completion Date	General Ledger Accounting Period Close Date
2	August	September 19, 2007	September 24, 2007
3	September	October 17, 2007	October 22, 2007



# Project Updates

Assets Balance

48%

52%



## Balancing and Reconciliation

- See ENCOMPASS website
  - New recon tool available for Fixed Assets
  - New recon report available for Financial Balancing



# Project Updates



## Chart of Accounts (COA)

Centrally Defined	Agency Defined with Central Coordination (Projects Module)
<ul style="list-style-type: none"><li>■ Fund (old Fund/Center)</li><li>■ Account (Object)</li><li>■ Program</li><li>■ Department*</li><li>■ Locality</li><li>■ Product</li><li>■ Incident</li><li>■ Budget Reference</li><li>■ Source Category (distributional)</li></ul>	<ul style="list-style-type: none"><li>■ Project</li><li>■ Activity</li><li>■ Source Type</li><li>■ Source Category (functional)</li><li>■ Source Sub Category</li><li>■ Analysis Type</li></ul>

\* Assigned by State Personnel Department



# Project Updates



## **COA – (cont.)**

- In preparation for implementing the new COA, agencies need to conduct the following activities:
  - Map existing chartfield data into the new COA structure
  - Analyze results of the mapping to identify gaps and or omitted chartfield values
  - Establish and validate new chartfield values



# Project Updates



## COA – (cont.)

### **Federal Funds:**

- There will be one Federal Fund per State agency per Federal Granting agency; examples:
  - DNR US Dept of Interior Fund
  - DNR US Dept of Transportation Fund
  - INDOT US Dept of Transportation Fund
- Exception: Different Federal Funds will be required if either a CAFR Major Fund or two different CAFR Fund Types are involved
- Projects will be utilized to separately track individual Federal Grants and Federal Appropriations currently reported in distinct Federal Fund Centers



# Project Updates



## COA – (cont.)

### **Capital Funds:**

- There will be one Capital Fund per State agency per State legal Fund (i.e., existing four digit Fund designation); examples:
  - DHS General Fund Construction
  - DNR General Fund Construction
  - DNR Special Revenue Fund Construction
- Projects will be utilized to separately track individual Capital Projects and Capital Appropriations currently reported in distinct Capital Fund Centers



# Project Updates

## Chartfield Mapping

Mapping – Core	45%	55%
Mapping – Projects	25%	75%



**Mapping numbers are significantly less  
as a result of a new transaction load**

- A significant number of additional chartfield combinations have been extracted from PeopleSoft and added to the mapping tool that agencies will need to map
- The ENCOMPASS OCM Team is analyzing the validity of the mapped chartfields and will be following up with each Business Unit to discuss results and corrections that need to be made
- Chartfield mapping is critical to the success of conversion testing that is taking place now up through go-live and also for the cutover to ENCOMPASS in January
- Agencies will need to continue mapping efforts through December as new chartfield strings are added to the mapping tool



# Project Updates



## **Chartfield Mapping (cont.)**

We have started Project Chartfield mapping

- Twelve agencies have had their new Project Chartfield values loaded into the mapping tool and will begin mapping immediately
- A second group of Business Units that currently use the Project Costing module are in the process of submitting their new values and will also soon start their Project Chartfield mapping
- Agencies that have Federal Grants and or Capital Projects will need to enter them in ENCOMPASS (even if they are not currently using the Project Costing module)
  - Agencies will be provided training on the Project Costing module and the State approach to Federal Grants and Capital Projects
  - Once training is complete, agencies will submit project chartfield values and then begin Project Chartfield mapping



# Project Updates

File Formats

70%

30%



## Common File Layouts PLEASE FOLLOW-UP WITH IT STAFF

- ENCOMPASS will use new common file formats to transmit and process payment data at AOS
  - The new file formats will utilize the new COA structure
  - There will be one transmission standard for all agencies
  - Each agency will be responsible for making changes to their payment systems to be compliant with the new file formats
- New file formats are available on the ENCOMPASS website
  - Payments Table Interface (High Volume) Layout
  - Claims File Layout
  - Vendor Extract
  - FOCAD Summary
  - TurnAround-TechSpecV2Summary



# Project Updates



## **GMIS PeopleSoft Support**

- GMIS continues to expand list of online help documents and walkthroughs available on its website
- Recently added walkthroughs include:
  - 8.9 Reconciliation of PeopleSoft Financials to the Auditor
  - Reconciling Pre-encumbrances
  - PeopleSoft 8.9 Project Costing
- GMIS October training classes include:
  - Encumbrance Mgmt & Cleanup Workshop
  - Financial Reports Class
  - Query Writing Class
  - Basic training classes for AP, AM, and PC modules



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# Post Implementation Support



# Post Implementation Support



- Post go-live support is one of the most important activities in the project life cycle
- We are currently developing the ENCOMPASS post go-live support structure, which will include:
  - System support for end-users (for both functional and technical issues)
  - A process to provide ongoing communications and change management support until the State has fully adopted ENCOMPASS processes
  - A process to transition post go-live support from the ENCOMPASS project team to the State's operational state support structure



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# Budget Checking and Other Batch Processes



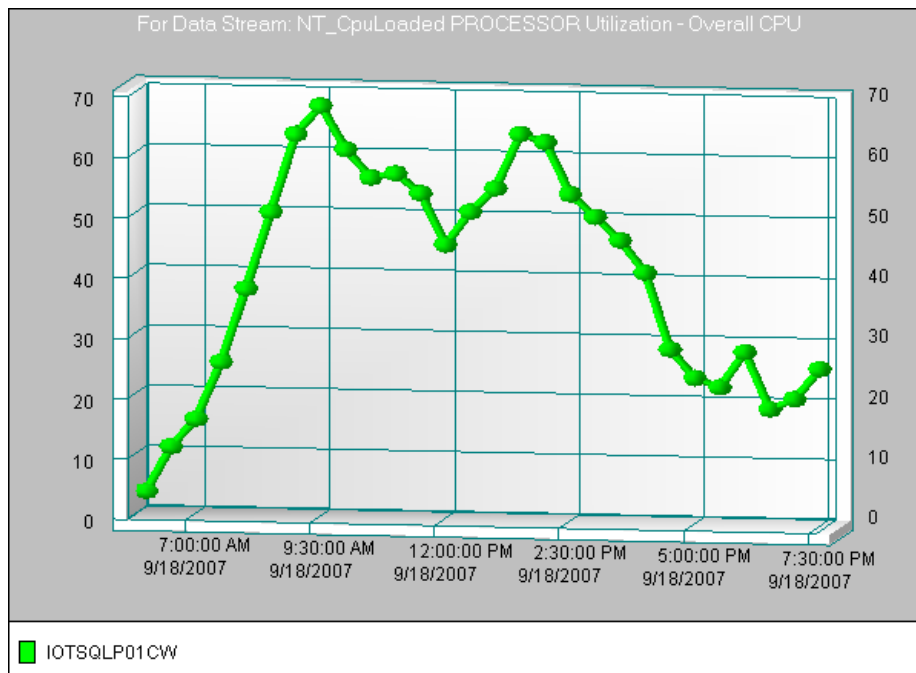
# Budget Checking and Other Batch Processes

- Changes for all Business Units
- Changes for all Accounts Payable Administrator Roles
- Changes for Accounts Payable Operator Roles

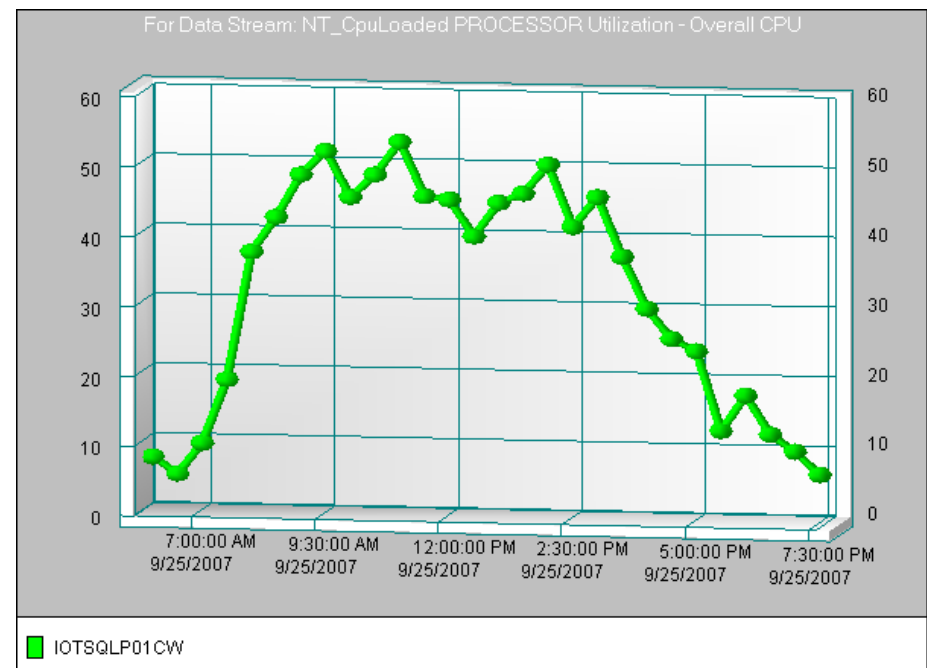


# Budget Checking and Other Batch Processes

## Database CPU Load



**Before Restrictions on AP  
Budget Checking**



**After Restrictions on AP  
Budget Checking**



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# Training





# Training

- LOCAL FIRM ENTAP CHOSEN
  - Introduce ENTAP Team – take handouts they provide
  - Beginning in November 2007, ENTAP will be delivering end-user training for PeopleSoft:
    - General Ledger, Accounts Payables, EPro, Accounts Receivable, and Asset Management
  - In October you can expect to receive announcements and enrollment requests to sign up for these courses
  - In mid-October on the ENCOMPASS web site course agendas and descriptions will become available



# Training

- The focus of the training is to demonstrate how the "State of Indiana" utilizes PeopleSoft; thus, standardizing processes across all agencies as this data flows to the Auditor of State
  - Course work will concentrate on end-users as opposed to configuration team members
  - Specifically, the classes will be designed to answer the question "how do I do this process as opposed to "why do we do it this way"
  - Evaluations will be done for each participant on their skills readiness
  - Attendance will be taken by agency and individual's attendance will be tracked – training is mandatory for ALL users



# Training



- Post Implementation Training/Support
  - User Productivity Kit (UPK) – self service web-based training you can do from your desk
    - Pick an entire module (A/P, G/L, A/R or A/M) or a specific exercise (enter Voucher, Enter JE, etc.)
  - Help Desk
    - Phone in support
    - One on One training
    - Workshops support
  - Web casts with point of emphasis updates



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# **Special Disbursing Officer (SDO) Accounts**



# SDO Accounts

SDOs

72%

28%



## AUDITOR OF STATE SDO ACCOUNT POLICY

- Agencies must submit a letter of justification along with State form 49068 for any changes to their SDO; this should include detail of why the advance dollar amount is being requested as well as the single purchase limit
- The letter will carry a great deal of weight in determining:
  - Whether a new SDO account will be approved
  - What the advance loan amount will be
  - What the single purchase limit will be
- This form/letter is routed to IDOA who reviews the request and then forwards it to AOS with their recommendation



## SDO Accounts



- The Auditor's office will conduct an on going review of spend/payment activity of all SDO accounts that are currently open prior to September 2007.
  - These will be subject to new letters of justification.
  - They will also be subject to modifications/closing of open accounts when there is not sufficient justification or research indicates inappropriate spend/payment.



# SDO Accounts

- Some guidelines concerning what a “reasonable” SDO should look like are:
  - Advance not above \$5,000
  - SPL not more than \$500
  - No Petty Cash Accounts (PeopleSoft) attached to SDO account – All accounts must become a one to one relationship
  - All expenditures are one time payments to one time vendors
  - If a vendor is in the vendor file; payment should be made by claim voucher ( There are SDO vendors in the vendor file because of payments that are reportable to the IRS and the Federal ID number is necessary to this process. They are entered with an SD sub code in VINQ and a similar notation will be developed for PeopleSoft vendor file.
  - SDO bank account entered in PeopleSoft
  - All SDO payments recorded in PeopleSoft, this includes any manually recorded SDO payments and SDO payments that are processed through pay cycles in a timely manner (preferably 3 business days)
  - All SDO reimbursements should be entered into PeopleSoft; the Auditor’s office will no longer provide diskettes formatted for SDO outside of PeopleSoft
  - SDO account should be reconciled monthly in PeopleSoft



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# Internal Controls



# Internal Controls

Internal Controls

31%

69%



- Problems and issues we are facing
  - Less than 100 days until January 2
  - Resistance to change
    - New users
    - Experienced users
    - Learning and acceptance curve for new processes



# Internal Controls



- Start NOW to assess all groups using PS financials
  - Start with OCM internal control role charts
  - Compare actual now with IC flowcharts
- Plan realignment of duties to fit flowcharts where needed
  - Additional users?
  - Shift of duties for competency?
- Plan for training – OCM charts
- PROMOTE CHANGE!!!

User Name	Requisition		Purchase Orders		Receivers	Payment Vouchers	
	Create (yes/no)	Approve (yes/no)	Create (yes/no)	Approve (yes/no)	Create (yes/no)	Create (yes/no)	Approve (yes/no)
		e.g., Level 1, Level 2, etc.					



## Contact Information

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## Contact Information (cont.)

- ENCOMPASS Website
  - <http://myshare.in.gov/sba/encompass>
- ENCOMPASS Email Address
  - [encompass@sba.in.gov](mailto:encompass@sba.in.gov)
- If you are having technical issues, submit them to GMIS
  - [http://extranet.in.gov/gmis/issue\\_entry/base/issue\\_entry.asp](http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp)

**We Welcome Your Feedback / Questions / Comments**



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# Questions and Answers Session